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Arizona
Commission
on the Arts

Dear Friends:

It is my pleasure to welcome you to the *Teaching Artist Roster* program. I have great respect for the work that artists do in our schools and communities across Arizona.

As we create a new roster using new 2.0 technologies, we will be evaluating all applicants based on a new set of criteria that focus on not only your work as a professional artist, but your work as a teaching artist. No one will be automatically placed on the new *Teaching Artist Roster*.

Schools, and the students that attend them, must be able to adapt to the many changes that continue to influence the curriculum, and we at the Arts Commission need teaching artists to be well versed in the arts standards, current trends in education, and have the ability to convey their messages and skills clearly and to diverse populations. We have also found that communities across Arizona also are in need of your talents—artists who are able to engage in collaborative arts learning experiences.

The new online technology at the Commission will allow you to upload digital images, sound bites, and video, allowing users of the system access to your information and skills 24/7.

Thank you for joining us as we re-imagine the *Teaching Artist Roster* which is prepared to engage our young people and communities across the great state of Arizona in learning experiences in and through the arts. Most of all, thank you for your willingness to share your talents and skills.

Sincerely,

Robert C. Booker
Executive Director

OVERVIEW OF TEACHING ARTIST ROSTER (2009 – 2010)

The Arizona Commission on the Arts Teaching Artist Roster is a juried, panel-approved listing of Arizona artists from all artistic disciplines. Artists are approved for the Roster after completing a rigorous application, review, and interview led by a panel of artists, educators, presenters, and citizens. The Teaching Artist Roster is not a comprehensive directory of Arizona artists.

The primary purpose of the Teaching Artist Roster is to identify and promote high-quality artists who maintain active careers as teaching and professional artists, and who have particular expertise in collaborating with schools and communities to engage individuals in learning experiences in, through, and about the arts.

Applications will be accepted on a biannual basis in the disciplines of Literary Arts; Dance; Folk Arts: Performing; Folk Arts: Visual; Multidisciplinary Arts; Music; Theatre; Visual Arts, and Storytelling. Artists may apply in more than one discipline. There is no minimum or maximum number of artists selected for a particular discipline or for the Teaching Artist Roster overall.

The Commission is implementing a new application procedure for the Teaching Artist Roster. This online Roster, hosted by ERC Systems, is more efficient, accurate, and addresses the needs of schools and communities utilizing teaching artists in their programming. **Please read the entire Teaching Artist Roster Guide before beginning an application.**

TEACHING ARTIST ROSTER TRACKS

Within the Teaching Artist Roster, the Commission maintains two teaching tracks: Education-based and Community-based. Each of these tracks retains distinct teaching philosophies, requirements, and evaluation criteria.

- Teaching artists on the **Education-based Track** are approved based on their ability to conduct residencies in **educational** settings and the quality of their work as professional artists. This requires standards-based curriculum practices, significant assessment and evaluation, and successful teacher-artist collaborations.

    For more information about the Education-based Roster visit www.azarts.gov/teachingartistroster/educationbased.pdf

- Teaching artists on the **Community-based Track** are approved based on their ability to conduct residencies in **community** settings and the quality of their work as professional artists. The structures of these residencies may be, but are not limited to, after-school programs, one-day assemblies, or short-term exposure to an art form. Regardless of the venue, the residency must have clear objectives, goals, and assessment tools for the duration of the residency.

    For more information about the Community-based Roster visit www.azarts.gov/teachingartistroster/communitybased.pdf

ELIGIBILTY

The Teaching Artist Roster is for individual and company artists. Organizations are not eligible to apply. At the time an application is submitted, applicants must be:
- 18 years of age or older;
- A resident of Arizona.

IMPORTANT DATES

August 14, 2008	**Deadline for Artist Intent to Apply (completed online)**
September 18, 2008	**Deadline for Teaching Artist Roster Application (completed online)**
October 20-24, 2008	Roster Panels (not all applicants will receive an interview)
December 15, 2008	Notification of application status (mailed to all applicants)
January 1, 2009	Public Launch of new Teaching Artist Roster

For a complete Teaching Artist Roster Timeline visit www.azarts.gov/teachingartistroster/artists.htm

SUBMISSION DEADLINES
Artist Intent to Apply Deadline: August 14, 2008
In order to apply for the Teaching Artist Roster, you must submit the Artist Intent to Apply, an online form, at **www.azarts.gov/teachingartistroster/intent.htm**. The Artist Intent to Apply must be submitted no later than midnight on **August 14, 2008**. Applicants who have not submitted an Artist Intent to Apply by the **August 14, 2008** deadline will **NOT** have their applications processed.

Teaching Artist Roster Application Deadline: September 18, 2008
Applications and all supplemental material must be submitted online at **http://roster.azarts.gov** no later than midnight on **September 18, 2008**. Applications submitted after the deadline date/time will **NOT** be processed.

HOW TO APPLY
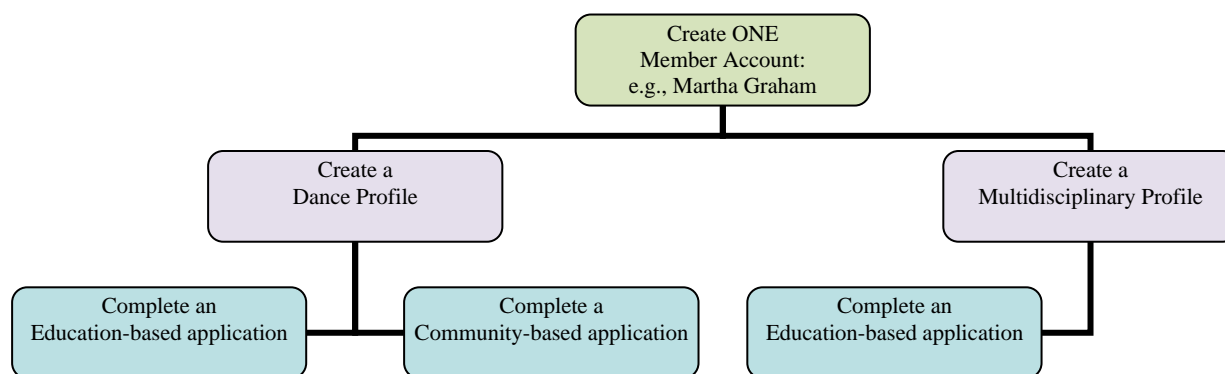Roster application forms are no longer found in this publication and must be accessed online at **http://roster.azarts.gov**.

Step 1   In a web browser, go to **www.azarts.gov/teachingartistroster/intent.htm** and fill out and submit the **Artist Intent to Apply** form.

Step 2   Go to **http://roster.azarts.gov** to create a member account and complete your application(s).

Step 3   Upload all supplemental materials. For a complete list of required materials, see "Supplemental Materials" on page 3.

Step 4   Print out the Signature Page, sign it, and mail it to the Commission.

Starting an Application Online
Applicants will create one member account online and complete a profile for each artistic discipline they wish to be listed under (Literary Arts; Dance; Folk Arts: Performing; Folk Arts: Visual; Multidisciplinary Arts; Music; Theatre; Visual Arts; and Storytelling) and an application for each teaching artist track they want to be listed under (Education, Community, or both).

For Example: Martha Graham is a dance artist interested in working in education and communities. She is also a multi-disciplinary artist interested in working in education.

Create ONE
Member Account:
e.g., Martha Graham

Create a
Dance Profile

Create a
Multidisciplinary Profile

Complete an
Education-based application

Complete a
Community-based application

Complete an
Education-based application

You may complete your online application at your own pace; the application allows you to save your work as you progress through the system. If you do not have access to a computer, contact or visit your local library or local arts council/commission.

Staff Assistance
New applicants are strongly encouraged to contact the Arizona Commission on the Arts well in advance of the deadline to discuss proposed application(s). New applicants may request Commission staff review a draft of their online application by sending an email with "Teaching Artist Roster Review" in the SUBJECT LINE to **teachingartistroster@azarts.gov**. Staff will review drafts up to three weeks before the application deadline date. Staff review **does not guarantee** jury approval, but can help strengthen applications.

For a complete Staff List visit www.azarts.gov/about/staff.htm

Accessibility
The Arizona Commission on the Arts is pleased to offer reasonable accommodations for any artist requiring accessibility accommodations with regard to the application process. **Requests must be vetted prior to the application deadline.** For more information, visit **www.azarts.gov/accessibility** or contact Jaya Rao at **jrao@azarts.gov**, 602-771-6501.

SUPPLEMENTAL MATERIALS
1. **Artist Intent to Apply**
   All applicants must submit an online form informing the Commission of your intention to apply. This form is **required** and due **August 14, 2008**.

   You will complete and submit the Artist Intent to Apply at www.azarts.gov/teachingartistroster/intent.htm

2. **Artistic Work Samples**
   In order for panelists and end-users to become familiar with your work, the Commission requires artists upload artistic work samples to the online Teaching Artist Roster. Work samples should best demonstrate your or your company's artistic work. Panelists will evaluate the artistic quality of your work based on these uploaded materials. Please carefully review the guidelines and formatting instructions and allot ample time to prepare and upload high-quality work samples.

   Primary vs. Secondary Artistic Work Samples
   Teaching Artist Roster applicants are required to submit a primary work sample. Primary work samples should directly relate to your artistic discipline. For example, if you are applying to the dance category, please submit an artistic work sample that shows you in motion. Still images would not speak to artistic quality in this category. Additionally, we caution you to not overwhelm panelists with your artistic work samples. Choose a sample that most clearly and accurately represents the quality of your or your company's work. You may submit secondary work samples to add context and examples to your site. Keep in mind that only your primary work sample will be viewed in the jury process.

   Student Artistic Work
   You should not submit students' artistic work as demonstration of your primary artistic work sample. If you submit secondary work samples that include student work/images, you must mail a copyright release form to the Commission. Copyright release forms can be found at **www.azarts.gov/teachingartistroster/forms.htm**.

   How to Submit Artistic Work Samples
   If accepted onto the Teaching Artist Roster, this material will become available to the public on your artist web page and will be an important marketing tool. It is therefore in the best interest of artists to provide high-quality material. Content must be appropriate and will be reviewed for approval by the Commission before being released to the live site. Artists are responsible for all necessary editing and formatting prior to uploading their artistic work samples. Commission staff **will not** edit or format artistic work samples.

   You will upload all artistic work samples at http://roster.azarts.gov.

   The Arizona Commission on the Arts is pleased to offer reasonable accommodations for any artist requiring accessibility accommodations with regard to the submission of artistic work samples. **Requests must be vetted prior to the application deadline.** For more information, visit **www.azarts.gov/accessibility** or contact Jaya Rao at **jrao@azarts.gov**, 602-771-6501.

Artistic Work Samples Requirements
ALL artistic work samples must:
- Be uploaded through the online application
- Represent work completed within the past **three** years
- Clearly represent applicant or applicant's company

Acceptable artistic work samples include: audio, video, image file, or PDF documents.

Artistic Work Samples Guidelines
Choose the most appropriate file format to represent your discipline through your artistic work samples. Only three minutes of artistic work samples will be viewed per application by the review panel, but could include a combination of audio, video, digital images, **or** written material.

You will be asked to identify your primary work samples at the time of application.

Browser Requirements
Applicants are required to upload artistic work samples using one of the following approved browsers:
Mac OS X
- Safari 1.0+
- Firefox 1.0+
- Camino 1.0+

Mac OS 9
- iCab 3.0+

Windows
- Firefox 1.0+
- Internet Explorer 6+

Do not submit promotional materials that differ from your usual performances/exhibitions/programs.
These materials do not allow panelists to understand the artistic quality of an artist/company. Please choose the most appropriate representation of you or your company's work when preparing artistic work samples.

Audio Material
Audio material must be submitted in .mp3 format. Applicants submitting audio material as their primary work sample are limited to **one (1) three-minute segment**. If an applicant submits more than three minutes, only the first three minutes will be heard during the panel review process.

Video Material
Video material must be submitted using the provided video publisher (guidance provided at the time of uploading material). Applicants submitting video material as their primary work sample are limited to **one (1) three-minute segment**. One or several short works or excerpts of works could be included. If an applicant submits more than three minutes, only the first three minutes will be viewed during the panel review process.

Digital Images
Images must be submitted in .jpg, .jpeg, .gif, .png, or .tif format. Applicants submitting images as their primary work sample are limited to **five total images**. If an applicant submits more than five images, only the first five images will be viewed during the panel review process.

Written Document
Writing samples must be submitted in .pdf format. Applicants submitting writing samples as their primary work sample are limited to **five total pages of material**. Pages must be numbered, with 1-inch margins, in 12 point font size. Prose must be double-spaced; poetry must be single-spaced.

Artistic Work Samples Descriptions
The online application will guide you through labeling and providing descriptions of work samples. Be sure to include all pertinent information. Include title of the piece(s), represented artist(s), date completed or premiered, and (as necessary) dimensions and medium of the work or other pertinent technical information. You will be asked to identify your primary work samples during the application process.

For more information on uploading work samples visit
http://roster.azarts.gov/index.a4d?action=help.profile#sampleWork.

For more information on formatting work samples visit www.azarts.gov/teachingartistroster/artists.htm

3. **Field Evaluation Report**
    The Field Evaluation Report must be completed by a third-party observer, i.e., someone who has seen you either model or perform a residency. As the work of a teaching artist embraces a variety of mediums, settings, purposes and formats, teaching artists are called upon to develop mastery, both as practicing artists **and** as teaching artists. This form provides reference to the panelists on your practice as a teaching artist.

    The Field Evaluation Report must be completed online by a third-party observer at www.azarts.gov/teachingartistroster/forms.htm

4. **Sample Lesson Plan/Residency Plan**
    Community- and Education-Based: Applicants must upload a residency/lesson plan at http://roster.azarts.gov. This residency/lesson plan should outline a sequential series of events and will demonstrate to the panel your ability to plan a residency program. Artistic companies should describe how all company members participate in these activities. Lesson plans will be reviewed during the application process only and will not be viewed by the public.

    Education-Based: Applicants in this track must describe how their project addresses the Arizona State Academic Standards.

    You will upload your sample residency/lesson plan as a PDF at http://roster.azarts.gov.

5. **Sample Assessment/Evaluation**
    It is important that you set understanding goals for participants during the course of your residency and create complementary program evaluations and participant assessment forms. This form will be reviewed during the application process only and will not be viewed by the public. You may upload up to 2 items.

    You will upload your sample assessment/evaluation form in PDF format at http://roster.azarts.gov.

6. **Resume/Bio**
    Applicants must upload a resume that is no more than two pages long. Applicants may submit a description of artistic work and process in lieu of a resume. Resumes will be reviewed during the application process only and will be available to the public if the artist is juried onto the Roster.

    You will upload your resume at http://roster.azarts.gov.

7. **Signature Page**
    All applicants are required to submit a **Signature Page** with an *original* signature. The Signature Page must be postmarked by the U.S. Postal Service on or before the deadline date (send with Confirmation Receipt or include a stamped postcard to receive verification of delivery); sent through an alternative mail service, such as Federal Express or UPS on or before the deadline (remember to retain the receipt or other proof of date mailed); or hand-delivered to the Commission office by **5:00pm** on **September 18, 2008**. Applications dropped in mailboxes or at retail mail services may not be postmarked until the next day.

APPLICATION MATERIALS CHECKLIST

Below is a list of all materials you will need to prepare and are **required** to submit. (**Note:** the amounts of time following each item are estimates.)

You Will Complete and Submit Online: 5-10 minutes per form.
www.azarts.gov/teachingartistroster/forms.htm
- ✓ Artist Intent to Apply
- ✓ Field Evaluation Report

You Will Download and Mail: 5-10 minutes per form.
www.azarts.gov/teachingartistroster/forms.htm
- ✓ Signature Page
- ✓ Copyright Release Form (if applicable)

You Will Upload: Uploading will take approximately 1-10 minutes per item; these materials will take a substantial amount of time to develop.
http://roster.azarts.gov
- ✓ Artistic Work Samples (in the form of digital images/audio/video/written material)
- ✓ Sample Assessment/Evaluation
- ✓ Sample Lesson/Residency Plans
- ✓ Resume/Bio

You Will Provide in your Profile (Artistic Discipline): Time is dependent on length of applicant responses.
http://roster.azarts.gov
- ✓ A Description About Yourself
- ✓ Your Artistic Discipline
- ✓ Your Home Region
- ✓ Your Travel Region
- ✓ Recent Engagements
- ✓ Upcoming Events

You Will Provide or Answer within the Application (Track, Community-based and/or Education-based):
Time is dependent on length of applicant responses.
http://roster.azarts.gov
- ✓ Track Type (Community or Education, if both you'll complete two applications)
- ✓ Program Type
- ✓ Populations Served
- ✓ Program Description
- ✓ Technical, Supply, and Space Requirements
- ✓ References
- ✓ Fees
- ✓ Teacher/Staff Training Available
- ✓ Artistic Approach (Discuss your art form, practice, process, and product)
- ✓ Teaching Artist Approach (Describe your teaching philosophy in relation to your artistic practice and the student/participant experience)
- ✓ Program Management Strategies (Describe how you manage learning settings – residency materials and class control, program logistics, meetings, implementation, and follow-up.)
- ✓ For EDUCATION-BASED TRACK only: describe how you implement the Arizona State Academic Standards in the Arts and/or arts integration

APPLICATION REVIEW PROCESS

Step 1 **Applicant Review:** Applications are reviewed by panels of experts that assess applications' strengths and weaknesses according to published criteria. Panels review written narrative, supplemental materials, and artistic samples. Based on this initial review, the panel makes recommendations for interviews. Note: Not all artists will move forward with an interview after the initial review.

Step 2 **Interview Panels:** On the day of the interview, panelists re-review applications and conduct a question-and-answer session with the applicant (the review and interview will not last more than 15 minutes). Each panel, chaired by a non-voting, Governor-appointed Commissioner, provides a list of approved applicants to the Commission. The Commission staff does not vote in the process. Panel interviews are open to the public.

Step 3 **Commission Approval:** The Governor-appointed Commissioners vote to approve the panel recommendations. This vote is **final** and not subject to appeal. The board meeting is open to the public and will meet **December 11, 2008**.

Step 4 **Notification:** The Commission provides written notification to all applicants regarding the status of applications, by mail, during the week of **December 15, 2008**. Prior to **December 15, 2008**, Commission staff will not respond to inquiries about the status of applications.

To review the Commission policy related to the Teaching Artist Roster visit
www.azarts.gov/teachingartistroster/policy.htm

EVALUATION CRITERIA
Applicants are selected for the Teaching Artist Roster based on the following criteria.

For Education-Based Track
A juried listing of artists available to provide preK-12 arts learning residencies, teacher training, and artist/teacher collaborations. These teaching artists are approved based on their experience in **educational** settings, ability to conduct standards-based residencies, and the quality of their work as professional artists.

1. **Artistic quality (25%)**
    (Determined through artistic work samples, Field Evaluation Report, resume, and application)
    a. Folk Arts (see Commission Policy 715) – How did applicant learn the art form
    b. Authenticity of art form
    c. Applicant's body of work exemplifies artistic excellence in the discipline
    d. Applicant provides evidence he/she is a practicing professional artist, continuing development as an artist

2. **Ability to communicate about their art form (25%)**
    (Determined through application, Field Evaluation Report, interview, and resume)
    a. Ability to explain their artistic process
    b. Ability to engage learners of varying ages, backgrounds, and experiences

3. **Ability to conduct a residency in preK-12 settings (50%)**
    (Determined through sample lesson plan, sample assessment plan, application, Field Evaluation Report, interview, and resume)
    a. Ability to work both in and through the arts in the collaborative development of residency programs with educators
    b. Ability to work with State Academic Standards in Arts Integration
    c. Demonstrated knowledge of the Arizona State Arts Standards
    d. Demonstrated knowledge in program management, logistics, delivery, content, learning styles, presentation skills, and assessment
    e. Continuing development as a teaching artist

For Community-Based Track
A juried listing of artists available to provide workshops, presentations, one-day events, performances, and lecture/demonstrations within the community. These community artists are approved based on their experience in **community** settings, ability to conduct well organized residencies with clear assessment and evaluation, and the quality of their work as professional artists.

1. **Artistic quality (50%)**
   (Determined through artistic work samples, Field Evaluation Report, resume, and application)
   a. Folk Arts (see Commission Policy 715) – How did applicant learn the art form
   b. Authenticity of art form
   c. Applicant's body of work exemplifies artistic excellence in the discipline
   d. Applicant provides evidence he/she is a practicing professional artist, continuing development as an artist

2. **Ability to communicate about their art form (25%)**
   (Determined through application, Field Evaluation Report, interview, and resume)
   a. Ability to explain their artistic process
   b. Ability to engage learners of varying ages, backgrounds, and experiences

3. **Ability to conduct a residency (25%)**
   (Determined through sample lesson plan, sample assessment plan, application, Field Evaluation Report, interview, and resume)
   a. Demonstrated knowledge in program management, logistics, delivery, content, learning styles, presentation skills, and assessment

GLOSSARY

Accessibility Services
Programmatic, communication, or contractor expenses to make programs accessible to people with disabilities (e.g., American Sign Language interpreters, alternate-format materials, TT equipment, audio describers, open captioning).

Applicant
An artist or artistic company that is applying for a grant.

Application
The documentation and material that an applicant submits to request a grant.

Arizona Commission on the Arts ("Commission")
The state arts agency, including its staff and the fifteen Governor-appointed Commissioners.

Art Service Organization
An organization that provides services to its members and/or the community at large, such as technical assistance, research, promotion and marketing, networking, advocacy, workshops and conferences, and other professional development. Art service organizations generally do not produce or present artwork.

Artist Intent to Apply
An online form completed by the applicant. This form informs the Commission of your intention to apply to the roster. This form is required and due **August 14, 2008**.
www.azarts.gov/teachingartistroster/forms

Artistic Discipline
This is a standard list of disciplines Literary Arts; Dance; Folk Arts: Performing; Folk Arts: Visual; Multidisciplinary Arts; Music; Theatre; Visual Arts and Storytelling.

Artistic Work Sample
Material uploaded through ERC Systems that best demonstrate you or your company's artistic work. Panelists will evaluate the artistic quality of your application based on artistic work samples. Applicant will choose the most appropriate format to represent their artistic discipline and could include a combination of audio, video, digital images, or written material.

Arts Standards
Standards adopted by the Arizona State Board of Education that identify what students should know and be able to do in the arts at specific points in their academic careers; they specifically focus on the concepts: Create, Relate, and Evaluate. For complete standards documents, see
www.azed.gov/standards/arts/revised.

Assessment
The measurement of learning; processes of evaluating, measuring, and judging.

At-Risk Student
R.E. Slavin defines an at-risk student as one who is in danger of failing to complete his or her education with an adequate level of skills. Risk factors include low achievement, retention in grade, behavior problems, poor attendance, low socioeconomic status, and attendance at schools with large numbers of poor students.

Community Artist
An artist approved for the Community-based Teaching Artist Track.

Community-based
Artists approved based on their ability to conduct residencies in **community** settings and the quality of their work as professional artists. The structures of these residencies may be, but are not limited to, after-school programs, one-day assemblies, or short-term exposure to an art form. Regardless of the venue, the residency must have clear objectives, goals, and assessment tools for the duration of the residency.

Company
A company will consist of a core group of artists that conduct residency programs and may include other artists that primarily perform, but can delineate how each company member participates.

Criteria
The established and published standards used to evaluate an application to determine if a grant award is recommended.

Education-based
Artists approved based on their ability to conduct residencies in **educational** settings and the quality of their work as professional artists. This requires standards-based curriculum practices, significant assessment and evaluation, and successful teacher-artist collaborations.

ERC
The Arizona Commission on the Arts online
Teaching Artist Roster program is hosted by ERC
Systems. **http://www.ercsystems.com/**

ERC Systems
See ERC

Evaluation
The broader process of gauging the merit, worth, or
impact of a program.

Fees
See "Fee Schedule" at
www.azarts.gov/teachingartistroster/fees.pdf

Field Evaluation Report
A required supplemental piece completed by a third-
party observer. This form provides reference to the
panelists on your practice as a teaching artist.
www.azarts.gov/teachingartistroster/forms

Folk Arts
There are many different definitions and
interpretations of what constitutes folk arts and who
can be considered a folk artist. Folk arts are usually
rooted in artistic and cultural traditions shared by a
community and maintained over time. Folk artists
traditionally learn skills and techniques through
apprenticeships in community settings and use their
creative skills to convey their community's authentic
cultural identity. Most are rooted in a particular
heritage and speak to the time when families were
required to produce for themselves the basic
necessities of life. This encompasses a rich array of
folk arts and crafts that continue to be practiced
throughout the state of Arizona - such as cowboy
poetry, gospel choirs, Mexican corridos and piñata
makers, Hopi carvers, Mormon quilters, Navajo
weavers and silversmiths, Western saddle makers,
Apache Crown dancers and Pima basketweavers.
Folk arts can evolve over time as dynamic living
traditions and can incorporate outside influences that
reflect the world around them, but are always
connected to the cultural and artistic traditions of a
community and region.

Traditional folk artists (who perpetuate time-honored
artistic traditions indigenous to the region where they
were born and reared, learned through training,
informal instruction or close observation of
traditional artists in their families and communities)
and Revivalist folk artists
(musicians/dancers/craftspeople and storytellers who
perform traditional arts, learnt directly from
traditional folk artists or in academic settings or

through learning and practicing within a community
– even though they may not be members of the
community or regional culture from which the
artforms are derived) are both eligible to apply.

Artists applying to the Teaching Artist Roster in the
Folk Arts category will be selected based on artistic
quality, their ability to communicate about their
artform, and to conduct a residency. Additionally,
they must be able to demonstrate mastery of a folk art
form and their relationship to a community – whether
ethnic, tribal, religious, occupational, geographical,
age or gender based – from which the folk tradition is
derived.

Individual Artist
A sole person whose professional work is the work of
an artist.

Guidelines
Information published annually describing the
Commission's grant program, including the
application process, forms and formats, eligibility
requirements and criteria.

Lecture/Demonstration
An activity, generally 45-60 minutes in length, in
which an artist or artist ensemble provides examples
and explanation of their art form to a group of people.
Lecture/ demonstrations may be formally staged or as
a less structured activity in a small space, and may be
interactive.

Legal Requirements
The federal and state standards and regulations
including those regarding fair labor, civil rights,
accessibility, age discrimination, lobbying with
appropriated monies, accounting records, and other
published requirements to which organizations
accepting a grant must adhere.

Legislative Districts
These are the state and congressional districts based
on the physical address of your organization.

Lesson Plan
A detailed description of sequential learning
activities for a specified course of instruction.

Local Arts Council/Commission
("Locals") Local arts agencies also referred to as
"Locals" or LAAs. A municipal, regional or private
nonprofit organization, designated by its
municipality, region or county to advise and
implement municipal/regional/county arts policy.
Composed of volunteer members of the public,

usually appointed, they may also have professional staff. In addition to policy advisement, they may make grants, provide public programs, present or produce the arts, manage facilities, coordinate public art programs, assess community cultural needs, and provide a variety of other activities in response to community needs.

Member Account
The master account an artist/applicant will create within the ERC system.

Multidisciplinary
Multidisciplinary artists or projects are those in which a single artist or artist ensemble combines two or more artistic disciplines (such as dance and poetry); or in which artists or artist ensembles from different disciplines collaborate to produce a project that integrates their different art forms.

Nonprofit Organization
Schools, governmental units, and corporations that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

Organization
An organized entity or group comprised of multiple artists whom perform, present and or conduct residency programs for a collective goal. For Example: Phoenix Boys Choir, Phoenix Conservatory of Music, Tucson Chamber Orchestra.

Partnerships/Collaborations
If two organizations plan to participate equally in the design and delivery of a project, one organization must serve as the lead applicant in the Commission grant. The Commission is only able to fund one grant per project. The two partner/collaborating organizations must make a decision as to which organization is better equipped to manage and report on the potential project grant, bearing in mind that there are limits to the number of project grants allowed per organization during a given grants cycle.

Per Diem
A specific amount paid by a sponsor organization to an artist or artist ensemble for lodging and meal expenses while they carry out a project outside their community of residence. Per diem amounts may be included as eligible fees in a grant application, and must be specifically agreed to between the artist/artist ensemble and the sponsor organization.

Performance Fee
The amount paid to a performing artist/ensemble for a fully produced, public performance generally 90-

120 minutes in length (including an intermission). This may be a self-standing single performance or may be a culminating event of a community or school residency.

Primary Artistic Work Sample
The 3-minute artistic work sample you upload to ERC Systems that relates directly to your artistic discipline.

Profile
A web page within ERC Systems you will open to create an application in one of the primary artistic disciplines.

Project Grant
A cash award made to an organization to carry out a specific project, which must be matched – generally at least dollar-for-dollar – by the sponsor organization. Different types of Commission project grants may have different match requirements; all grant funds and matching funds are to pay for specific, eligible fees. For more information, visit the Guide to Grants for Organizations and Schools at **www.azarts.gov/guide**.

Race/Ethnicity Codes
Individuals should select any combination of the following that best represents their race/ethnicity:
- Asian
- Black/African American
- Hispanic/Latino
- American Indian/Alaska Native
- Native Hawaiian/Pacific Islander
- White
- No single group

Companies should select any combination of the following that best represents their company's race/ethnicity:
- 50 percent or more Asian
- 50 percent or more Black/African American
- 50 percent or more Hispanic/Latino
- 50 percent or more American Indian/Alaska Native
- 50 percent or more Native Hawaiian/Pacific Islander
- 50 percent or more White
- No single group

You must also indicate the race/ethnicity of those served by your project:
N - Primarily serves/represents American Indian/Alaska Native individuals
A - Primarily serves/represents Asian individuals

P - Primarily serves/represents Native Hawaiian/Pacific Islander individuals
B - Primarily serves/represents Black/African American individuals
H - Primarily serves/represents Hispanic/Latino individuals
W - Primarily serves/represents White individuals
99 - Does not primarily serve/represent any single group

Residency
A multi-day project in a school, afterschool program or community in which an artist or artist ensemble is "in residence," providing activities to one or multiple groups which introduce them to, or expand their understanding of, the artist/ensemble's artform and artistic process. Residencies often provide sequential experiences for participants, and can run any length, from a few days to a year.

Residency Plan
A detailed description of sequential learning activities for a specified course of instruction.

Residency Roster
A compendium of artists in all disciplines, selected for their artistic quality, ability to communicate about their art form, and their ability to carry out a residency.

Resume
A summary or listing of relevant experience/education or a description of artistic work and process.

Review Panel
A group of citizens appointed by the Commission to review and make recommendations on public policy, applications for grants, and participate in the jury process for the Teaching Artist Roster. This Roster was juried for 2007-2008.

Review Panel Chair
A Governor-appointed Commissioner who serves as a nonvoting member of the panel to ensure that state law is followed and that there is an open, fair process for the review of applications by the review panel.

Signature Page
An original form the applicant downloads, completes and mails to the Commission by **September 18, 2008**. This form is your contract with the Commission.
www.azarts.gov/teachingartistroster/forms

Secondary Artistic Work Sample
Additional artistic work samples you upload to ERC Systems to support your profile, but that will not be reviewed by the panel.

Service
A single activity, generally running from 45-60 minutes in length, provided by an artist or artist ensemble. Services may be workshops, teacher or staff in-service activities, school assemblies, mini-performances/readings, speaking engagements or lecture/demonstrations.

Storytelling
According to the National Storytelling Association, storytelling is, *at its core, the art of using language, vocalization, and/or physical movement and gesture to reveal the elements and images of a story to a specific, live audience.* A central, unique aspect of storytelling is its reliance on the audience to develop specific visual imagery and detail to complete and co-create the story.

Teaching Artist
A practicing professional artist, with many of the skills and sensibilities of an educator, who collaborates with organizations and schools to design and implement units of instruction aimed at engaging learners in learning in or through the arts.

Teaching Artist Roster
A compendium of artists in all disciplines, selected for artistic quality that maintain active careers as teaching and professional artists, and have particular expertise in collaborating with communities and schools to engage individuals in learning experiences in, through, and about the arts. This Roster is juried for 2009-2010.

Track
The area for which you choose to be interviewed and listed on within the Teaching Artist Roster. Applicants choose from Education and/or Community.

Underserved Populations
Persons who are members of ethnic or racial minorities, have disabilities, or are from communities outside the metropolitan areas of Phoenix and Tucson.

Workshop
An activity provided by an artist or artist ensemble which provides hands-on training to a group in a particular art form or to create a particular art object. Workshops may be one-time, or may consist of multiple, sequential activities.